

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Administrative Issuance: CFSA-07-07**

TO: All CFSA Staff and Resource Providers

FROM: Audrey L. Sutton, Deputy Director, Program Operations

DATE: September 21, 2007

RE: CPR (Cardio-Pulmonary Resuscitation) and First Aid Training for Resource Parents

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Licensing of resource homes is integral to the Child and Family Services Agency's (CFSA) commitment to establishing safety, permanence, and well-being of children brought into Agency care. One aspect of the licensing process is completion of cardio-pulmonary resuscitation (CPR) and first aid training. All persons who seek to be licensed by CFSA or a contract agency as a resource provider must complete CPR and first aid training as outlined in this administrative issuance.

This administrative issuance is applicable to all prospective resource providers, excluding emergency temporary kinship applicants. All CFSA employees shall adhere to this issuance in the course of their work with CFSA placement resource applicants.

If you have any questions about this issuance, please contact the Office of Licensing and Monitoring (OLM) Program Manager.

**Process**

1. All kinship, adoptive, and traditional resource parents shall complete cardio-pulmonary resuscitation (CPR) and first aid training prior to CFSA issuing the applicant a license.
2. CPR and first aid trainings must be approved by the American Red Cross and/or the DC Department of Health.
3. Except for emergency temporary kinship licenses, no children shall be placed in a home until the applicant(s) has completed these trainings and forwarded copies of their certificates of completion to the home study social worker in OLM.
4. If children are already in the home, the resource parent shall be given 90 days to complete the required training.
5. If the resource parent does not complete the trainings, they shall be referred to the OLM program manager for further action including but not limited to denial of the license application, suspension of the license and/or removal of any child(ren) from the home. [See 29 DCMR 6002.3(a).]
6. Resource parent's cardio-pulmonary resuscitation (CPR) and first aid certifications must be in active status and will be verified by the Office of Licensing and Monitoring during license renewal inspections.